

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A – References

Title 5, United States Code, Section 552, Freedom of Information Act, as amended.

Title 5, United States Code, Section 552a, The Privacy Act of 1974, as amended.

Title 5, Code of Federal Regulations, 1320, Controlling Paperwork Burdens of the Public.

Title 44, United States Code, Section 21, National Archives and Records Administration.

Title 44, United States Code, Section 29, Records Management by the Archivist of the United States and by the Administrator of General Services.

Title 44, United States Code, Section 31, Records Management by Federal Agencies.

Title 44, United States Code, Section 33, Disposal of Records.

Public Law 104-13, Paperwork Reduction Act of 1995.

Fiscal Year 1986 Defense Authorization Act.

Department of Defense Manual 5000.12, DoD Manual for Standard Data Elements.

Department of Defense Directive 5400.7, DoD Freedom of Information Act Program.

Department of Defense Directive 5400.11, DoD Privacy Act Program.

Department of Defense Regulation 5400.11, Privacy Program.

Department of Defense Directive 8910.1, Management and Control of Information Requirements.

Department of Defense Listing 8910.1, Listing of Approved Recurring Information Requirements.

Department of Defense Manual 8910.1, DoD Procedures for Management of Information Requirements.

Air Force Instruction 37-124, The Information Collections and Reports Management Program (ICR Program); Controlling Internal, Public, and Inter-Agency Air Force Information Collections.

Section B -- Abbreviations and Acronyms

Not used.

Section C -- Terms

Controlled Report. A report that has undergone a review, undergone the approval process, and has been assigned a report control symbol.

Cost. The expenditure of man-hours, materials, equipment, and other resources used in reporting. Includes developmental, operational, and user costs.

Cost/Benefit Analysis. A process for determining reporting costs and benefits which can be expressed either quantitatively (in dollars) or qualitatively (in terms of effectiveness).

Direct Cost. Any cost that is specifically linked to the production, processing, maintenance, and use of a particular report.

External Report. Any report that is required by an agency or organization other than the responding agency and that is outside the control of the responding agency (Congressional, Judicial, Executive, Office of Management and Budget (OMB), interagency, private organization, state, or local government).

Federal Agency. Any executive agency or any establishment in the legislative or judicial branch of the Federal Government (except the Senate, the House of Representatives, and the Architect of the Capital and activities under the Architect's direction).

Federal Information Resources Management Regulation (FIRMR). The regulation that provides government-wide policies and procedures for management, acquisition, and use of information resources, including automatic data processing (ADP), telecommunications, and records management.

Feeder Report. A report that provides part or all of the data needed to prepare another report.

Indirect Cost. Any cost incurred for joint operations that cannot be identified with a single report. Includes overhead and other fixed costs of resources.

Information Collection. The functional area expression of need for data or information to carry out specified and authorized functions or management purposes that require the establishment or

maintenance of forms or formats, or reporting or recordkeeping systems, whether manual or automated.

Information Collection Budget. The Federal Government's projected burden on the public for new requirements to collect information. It is the estimated response time (direct and indirect) for the public to collect, record, and submit information to the Federal Government. Each year OMB issues a "budget call" for the Federal Government's Information Collection Budget.

Interagency Report. Any report required by one agency from one or more other agencies and subject to review and clearance by General Services Administration.

Interagency Report Control Number (IRC�). A standard interagency designation (control number) for a report consisting of letters or numbers indicating that the report has been reviewed and approved in accordance with General Services Administration directed procedures.

Internal Report. A report required, prepared, and used within an agency.

Management Information. Information used for decisionmaking by managers in planning, controlling, and evaluating organizational goals.

Office of Management and Budget (OMB) Control Number. A standard OMB designation (control number) for a report consisting of letters or numbers indicating that the report has been reviewed and approved in accordance with OMB directed procedures.

Operating Document. A completed form or other document used to facilitate, accomplish, or provide a description or record of transaction, function, or event.

Public or Person. Members of the public (or the term "person") include individuals, partnerships, associations, corporations (including government-owned, contractor operated facilities), business trusts, legal representatives, organized group of individuals, state, territory, or local government.

Public Report. A report required by an agency from ten or more persons.

Regulations. Government-wide directives having the force of law.

Report. Data or information which is transmitted for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative decisions; or preparing other reports. The data or information may be graphic or in another form, and may be on paper, magnetic tapes, or other media.

Report Control Symbol (RCS). A standard agency designation (control number) for a report consisting of letters or numbers indicating that the report has been reviewed and approved in accordance with Department of Defense directed procedures.

Report Directive. A formal agency issuance which initiates, revises, or modifies a report. It also assigns responsibility for the report's preparation, processing, and use; prescribed procedures, information sources and forms; and provides instructions and necessary definitions.

Reporting System. Any organized, systematic method for providing managers with information that facilitates timely decision making, aids understanding, and stimulates action. May be manual or automated to some degree.

Required Report. Any report required by one organization from another organization.

Revised Report. An established report that is changed in any way, such as in format, content, definition, instruction, reporting procedure, preparing organization, frequency, scheduling, or routing.

Unauthorized Report. A report that has not been reviewed and approved by a reports control office and that has not been assigned a report control symbol.

User Office (or Organization). An office responsible for acting on the completed report if the action is other than to review, approve, and forward the report. The requiring agency or office is usually but not always the user office. May also be called the action office.